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P.O. Box 30586-00100
NAIROBI
KENYA

INDIVIDUAL TENANCY DETAILS REQUISITION FORM

PART 1:

1. Name and address

Telephone No.Email.....

2. Nationality

3. Property Type Capacity

4. Rent per month Kshs.

5. Name of depot

6. Planned or intended use of the property

7. Period or lease desired by client: years/months

From: To:

8. If the lease is above two years you are required to meet the cost of lease registration. Confirm

9. How much are you offering as rent per month in Kshs.....

10. Are you ready and able to pay rent at least three (3) months in advance

11. Provide any other information that you consider relevant to assist the Board accept



this offer

12. Please note that this information is not obliging NCPB to provide the facility. Any allocation of premises is subject to the discretion of NCPB and the signing of a lease agreement.

13. Applicant's Signature:

14. Date of this application:

FOR OFFICIAL USE

PART II

- i. How much is the current rent being paid for the facility?
- ii. When the rate was last reviewed?
- iii. What is the current market rate proposal?

PART III

- i. Recommending officer comments.....
- ii. Rent position (indicate if there is any arrears)
- iii. Name: Sign: Date:

NOTE:

For use by individuals
Tenants with rent arrears will not have their leases renewed.
All new applicants to provide the following:

- a) **Passport photograph**
- b) **Copy of National identification card/passport**
- c) **PIN certificate**



NCPB IS ISO 9001:2015 CERTIFIED